

Welcome to Primrose Hill!

Welcome to Primrose Hill School! I want to encourage you to be engaged participants in the school life of your child and let you know that you are always welcome here.

While schools have changed in the last decade, the eager children we receive every day still need our time, investment and energy.

At Primrose Hill we will make every effort to encourage and support the growth of the whole child – finding ‘the way in’ to balance cognitive, physical and social/emotional development. As your child’s first and best teacher, your help is a necessary part of each student’s success.

We will schedule regular grade-level coffee hours for casual conversation, Q and A, and we will sometimes offer a topic of interest. I invite your suggestions.

We are so happy to have you all back from summer explorations and we will welcome your child(ren) to a year of thoughtful work and clear accomplishment in a nurturing, energized school environment.

Welcome back!!



Principal

Primrose Hill School

The mission of Primrose Hill School is to spark and kindle the excitement of learning in our children as we guide and challenge each unique young learner to develop confidence, responsibility and a mastery of essential knowledge and skills within an innovative, nurturing family environment provided by a dedicated and enthusiastic partnership of students, staff, parents and community.

PRIMROSE HILL STAFF

KINDERGARTEN

Phyllis Murphy
Elizabeth Stoner

GRADE ONE

Cheryl August (1-2 Loop)
Elizabeth Hubbard (1 Traditional)
Yasmina Thomas (1-2 Loop)

GRADE TWO

Victoria Belmont (1-2 Loop)
Pam Poirier (1-2 Loop)
Mark Whittaker (2 Traditional)

GRADE THREE

Alexandra Hentz
Janet Provost
Jessica Costa

MULTIAGE

Jessika Garcia
Michaela Tuthill
Laura Butler

OFFICE STAFF

Principal-Paula Montesi
Secretary-Monique Eaton
Head Teacher-Sue DeAngelis
School Nurse-Sharon Seibel

INDIVIDUALIZED PROGRAMS

Preschool – Alison Robey, Lynn Roy
Grades K-3 – Jill Tosone

INSTRUCTIONAL ASSISTANTS

Emily Safford Gail Donohue
Leslie Moody Sally Guay
Katie Jackson
Paula Patota
Judy Butterfield

SUPPORT STAFF

Patricia Beauchemin-Social Worker
Sue DeAngelis-Resource Teacher
Victoria DiFolco-Reading Specialist
Donna Hartmann-Psychologist
Paula Sigal-Speech and Language
Jo Rodehorst-Enrichment Specialist/Literacy

SPECIALISTS

Art-Susan Hammang
Librarian-Patricia Lang
Music-Karen DeWitt
Physical Education-Michael Gesmondi

CUSTODIANS

Thomas Macedo
John Paul Medeiros

Barrington School Administrative Office

283 County Road
245-5000

Dr. Robert McIntyre	Superintendent
Michael Messoro	Asst. Superintendent
Ronald D. Tarro	Director of Administration and Finance
Katie Miller	Director of Technology
Susan Healy-Mills	Director of Pupil Personnel Services

School Committee Members

Patrick Guida- Chair
Robert Shea- Co-Chair
Christopher Ramsden
Kate Brody
Scott Fuller

School Hours

7:30 a.m. – 3:15 p.m.	Office Open
8:15 a.m. – 2:40 p.m.	Grades 1 – 3
8:15 a.m. – 2:40 p.m.	All Day Kindergarten
8:15 a.m. – 11:05 a.m.	A.M. Kindergarten
11:50 a.m. – 2:40 p.m.	P.M. Kindergarten

Attendance

Regular and punctual attendance at school is an important ingredient in student success. Absence from daily class work detracts from a child's academic progress at all grade levels including kindergarten. We encourage you to try to schedule your child's appointments **after** school hours and plan vacations that coincide with school vacations as classroom interaction cannot be recaptured. If your child is absent from school, please call the school office before 9:00 a.m. If your child is absent and the office does not receive a call, the school will call you to confirm the absence. A brief note stating the reason for absence should accompany your child upon his return. Excessive absences and late arrivals which are not the result of a clearly defined medical reason will be brought to the attention of the school attendance administrator. A meeting with parents will be arranged in such cases to brainstorm ways to avoid such occurrences in the future.

Emergency Numbers

The school must ALWAYS be informed as to your current work telephone and emergency number in the event your child becomes ill or is injured and requires your presence. This is important for your child's safety and changes should be reported promptly.

School Visitation

The building has been equipped with a buzzer system. When visiting please ring the bell and the secretary will buzz you in. In order to provide a safe learning environment ALL SCHOOL VISITORS MUST REPORT TO THE OFFICE AND SIGN IN TO RECEIVE A BADGE BEFORE GOING ANYWHERE ELSE IN THE BUILDING. Parents are invited to visit classrooms during Open House evening and during American Education Week in November. Other visitations must be scheduled in advance with the teacher.

Arrival Guidelines

It is our goal to ensure a safe transition to and from school each day. The following guidelines have been established in order to coordinate a smooth, efficient arrival and dismissal.

- Students may arrive at Primrose between 8:00 a.m. and 8:10 a.m. and wait in the cafeteria. Students go to classrooms at 8:10 a.m.
- Children who arrive after 8:15 a.m. are tardy and **must report to the office** before going to class.

We encourage parents to make use of the bus transportation to avoid traffic problems at the school and assure a prompt arrival. Children arriving by bus are unloaded at the kindergarten entrance and wait in the cafeteria.

For the safety of all.....Children arriving by car should be dropped off in the drop off zone in the front of the school. This area is reserved for moving traffic, not for parking and walking your child in. PLEASE DO NOT MAKE A U-TURN ON MIDDLE HIGHWAY. It is a safety issue if parents drop children off in the parking lot. Therefore the parking lot is reserved for parents who walk their child in. If you walk your child into the building, you need to park in the parking lot.

If you bring your child to school for the afternoon sessions of kindergarten, he/she will enter the kindergarten door downstairs at 11:45 a.m. Doors are closed and locked at 11:50 a.m. Please walk your child into the building.

Dismissal Procedures

We are concerned with the safety of your child and ask your cooperation in the following procedures:

1. Children may not exit the building alone at the end of school. Teachers will escort the “walkers” to the front lawn to meet their parents at 2:40 p.m.
2. A note must be sent to school if you wish to change recorded dismissal procedures at any time. This includes any change in the person(s) authorized to pick up your child.
3. Children who walk home across Middle Highway will be crossed by a guard at the designated crosswalk.
4. Parents are asked to send a note if they need to pick up their child before 2:40 p.m. dismissal. Please report to the office and your child will be summoned. School security requires that parents never proceed directly to a classroom.

Communication

A Communication folder commonly referred to as the “Backpack Express” is provided for each child to facilitate an exchange of information between home and school. Please be sure to use the folder daily to remain aware of school news, review your child’s work and return correspondence to the school. Our PTO publishes THE PRIMROSE PRESS monthly. It informs families of coming events and district information as well as what each class is currently studying.

Lunch and Snacks

Chartwells provides food services for Barrington schools. A nutritious and appealing lunch which offers students several choices is available each day for \$2.50. Milk is included with the lunch, but is also available for \$.55 separately. Lunch money should be sent in a labeled envelope with the child’s name and teacher’s name because it is processed by a central cashier. Lunches may be paid by the day, week, or month. Checks should be made out to Barrington Schools. Our lunch period is from 12:00 – 12:45. Students eat in two sittings to eliminate overcrowding in the cafeteria. All children have 20 minutes for lunch and a 20 minute recess break. We expect children to talk quietly and be respectful of others in the cafeteria. A quiet sign is used to indicate that silence is needed to make announcements and Mileage Club awards are presented to those who participate in our walking for fitness program.

Enrichment Opportunities

We recognize that children learn in many ways and need an environment rich in opportunities and experiences. Besides the stimulating activities offered by classroom teachers, our Enrichment specialist works with every class during the year. Our PTO funds a field trip for each class to enrich their curriculum. They also sponsor special cultural events throughout the year. This might be an all-school assembly or a speaker for a grade-level event. Yearly events also include special emphasis in a certain area, such as Reading Week, Fine Arts Festival and American Education Week. Before and after school enrichment opportunities include foreign language classes and Magical Magazine. School volunteers are vital in making these experiences possible. The Primrose Hill PTO offers extended day activities during the year. Notices of these enrichment opportunities are sent home with every child when they are offered.

Lost and Found

It is a good idea to label childrens' outer clothing with their name. Found articles are turned in to the Lost and Found box in the office/front hall. Please check it frequently when you are in the school.

Parties

Each class has several parties throughout the year that are planned by the teacher and room parents. The PTO will recruit room parents in the Fall to help with many activities throughout the year. To ensure the happiness of all students, party invitations may be sent to school only if every member of the class is to receive one.

Bus Transportation

Safety and efficient transportation of students requires the maximum cooperation of parents, educators, and bus personnel in order to provide for adequate and safe transport to and from school. Please note:

- Only regularly scheduled bus students may ride busses.
- Students may not ride a different bus. Permanent baby sitting arrangements may be prearranged.
- With a written note from a parent, students may get off at a different stop on the same bus. Notes must be recorded in the office and then given to the bus driver.
- Students should bring a note whenever their transportation plans change for the day; for instance, when being picked up by the parent.
- Students must respect the authority of the bus driver and monitor.
- Any action that jeopardizes personal safety or that of other students may result in a bus conduct report. If a student receives two reports, his conduct may result in a temporary suspension of transportation.
- Students will be allowed off the bus only at school designated bus stops.
- Kindergarten children must be met at the bus stop by a parent or designated adult. If no one is there, the kindergartner will be brought back to school.

Videotaping on School Buses

The School Committee, after having carefully weighed and balanced the rights of privacy of students and drivers/monitors with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles, authorizes the use of video cameras on its transportation vehicles.

Student Conduct

We use a Responsive Classroom approach. This means we follow an approach to rules and routines that not only creates a safe and orderly environment, it builds a deep and sustaining sense of community.

- Students are responsible for their actions. We teach that self-control and communication resolve conflicts.
- Students must observe safety rules for their own security and that of others.
- Students shall respect the person, property and space of others.
- Students shall follow classroom rules established by their classrooms.

We want our school environment to be safe and secure. To this end, please note these health and safety concerns.

- Hard balls and wooden/metal sport equipment are not allowed at recess.
- Knives and guns, real or toy, may not be brought to school.
- Cleats and heelies may not be worn.
- Fighting, even play fighting, is not allowed.
- Electronic devices are not allowed in school.

In conclusion, the following guidelines summarize our core beliefs for our teaching and learning community.

- Be a good listener.
- Show respect for people and property.
- Keep hands, feet, and objects to yourself.
- Use appropriate language and voices.
- Be responsible for your actions.
- Use words to solve problems.

Playground & Recess Responsibilities

These rules for playground and recess are to help all students understand:

- A. Everyone needs to be safe and have fun.
- B. All students and staff have the right to be respected in school and on the playground.
- C. All school and private property will be treated with respect.

1. I will play in a safe, respectful, and responsible manner.

- I will cooperate with others and try to find ways to make everyone feel included.
- I will demonstrate respect for other people's feelings.
- I will remember to keep my hands and body to myself.
- I will use appropriate language at all times.
- I will use words to explain how I am feeling when I am upset.
- I will try to solve my own problems by staying calm.
- I know name calling, teasing and bullying are not allowed. If I see them happening I will tell a teacher.
- I will remember to leave all objects (stones, sticks) on the ground.

2. I will follow directions of the teacher.

- I know this means all adults who are there to help us at recess.
- I will be respectful and a good listener at all times.
- I will stop playing when the whistle blows and line up safely.

3. I will use equipment properly and in safe ways.

- I will go down the slide feet first, one at a time.
- I will go across the monkey bars, using my hands only, and in one direction.
- I know that I must sit on the swings and that I will not jump off.
- I will not jump off any play equipment.

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Curriculum

Curriculum and instruction are designed to develop a child's self-esteem, sense of confidence and positive feelings toward learning, while providing the basic skills necessary to become a lifetime learner. At the primary grade levels much of the curriculum is integrated. The areas of science, social studies and health are integrated with reading, writing and math. Learning activities are usually concrete, real and relevant to children's lives. For instance, math and science are taught through discovery with hands-on experiences and manipulatives. There is a strong emphasis on literature to teach reading along with a strong sequence of skills and phonetic strategies. Children are taught a writing process which encourages them to communicate their ideas on paper from an early age. Each week students receive instruction in art, music, physical education and library sciences from specialists in these fields.

In order to ensure that all schools and all teachers are responsible for the same content, Barrington has developed standards that outline the curriculum in each subject area and specify learning expectations for students at each grade. These standards are revisited regularly to be certain they are aligned with national and state guidelines.

Primrose Hill offers first-second loop programs, a multi-age program and standard third grades. Parents are involved in selecting the program for their child. Since many factors must be considered to create balanced classrooms, parents may not request a specific teacher.

Special Services

Some students need special help in reaching their full potential. Remedial reading classes are available as well the services of a teacher specializing in enrichment education. Specialists in speech and language, physical therapy and resource are available to children qualifying for these services. If students are having difficulty, a multi-disciplinary team may suggest that he/she be tested to determine if there is a need for special services.

Homework

Homework is an important part of the learning process and connects the information learned in school with everyday life. Effective homework assignments are developmentally appropriate, cause the student to reflect on his/her learning and reinforce classroom instruction. This may be as simple as finding a picture or new article relating to a studied topic or completing a long term assignment with written and artistic components. The amount and complexity of homework will increase in each grade. Homework may also vary according to a child's motivation and individual pace.

Reading daily is an essential component of homework. The single most important activity essential for reading success cited by the International Reading Association appears to be reading **to** children, **with** children and **by** children. Please support your children's literacy success by encouraging them to read everyday. Your child's homework is an important part of the learning process and connects the information learned in school with everyday life. Your child can be expected to spend approximately this amount of time each evening doing homework, including daily reading:

Kindergarten: Parents are encouraged to read to children on a daily basis and to participate in an occasional family project.

Grade 1: An average of 15 – 20 minutes.

Grade 2: An average of 20 – 30 minutes.

Grade 3: An average of 30 – 45 minutes.

If a child misses schoolwork due to a family vacation, the teacher will save homework and, when appropriate, daily classroom work, to be made up when the child returns. Work can **not** be provided in advance, but maintaining a travel journal is encouraged. The instruction missed in class cannot be replicated, so we urge parents not to vacation during school.

Health Procedures

Arrangements must be made with the school nurse for dispensing any medications during school time. You will be required to sign a consent form. The school nurse will then make arrangements with the student to administer the medicine. Medication must be supplied in the original pharmacy bottle and delivered to the school by an adult. **For the safety of all children, never send medicine to school with your child.**

Occasionally students are treated with medications at home for conditions such as allergies, epilepsy or other problems. It is important for the nurse to be notified so that she can alert the teacher in case of any unusual reactions during the school day. RI regulations permit students to self-carry and self-administer a day's supply of medication during a field trip. This medication must be supplied in the original labeled pharmacy bottle.

If your child becomes ill at school he/she will be sent to the Health Room. The school nurse or office staff will check your child's symptoms and record his/her temperature. If your child has a temperature, or if the symptoms indicate a problem, the office staff will contact you. If we cannot reach you, we will use the emergency contact information you have provided.

Parent Volunteers

Parent involvement is an integral part of Primrose Hill School. Parents volunteer in a multitude of ways to enrich the life of our school. They help in classrooms, the library, the computer program, as room parents, on PTO committees and at special events throughout the year. Volunteer Coordinator Tracey Orchard will be recruiting people to help in every area. Training will be provided; you need to offer only your time and willingness. We need **YOU!**

Reporting Pupil Progress

It is important that parents are informed regularly about a student's progress. We employ several means of reporting to accomplish this end. Teachers officially communicate student progress quarterly through a progress report or parent teacher conference, although informal notes and phone calls are frequent and may occur at any time throughout the year. Teachers keep a portfolio of student work that clearly demonstrates student ability and progress. This portfolio may be digital or paper and is the basis of the parent-teacher conference that is conducted at the end of the first and third quarters. A written progress report is issued at the end of the second and fourth quarter.

Parent communication is encouraged at all times. Parents can expect a return note or call from the teacher within a very short time whenever they have a question or concern. Parents may also schedule conferences with their child's teacher at any time by calling the school office or by contacting the teacher directly to determine a mutually agreed upon time.

Parent Teacher Organization

A very active PTO meets at 7:00 p.m. on the first Monday of every month. A concerted effort is made to enroll every family in this organization that does so many important things for our school. Throughout the year they sponsor several fund raising events. All funds are funneled directly back to students through PTO sponsored field trips, cultural events, enriching activities and gifts to the school. We invite you to become an active member! You will have fun and meet great new friends while having a real impact on your child's education.

Our Executive Board this year is:

Valerie Williams-Co-President
Kelly Nelson-Co-President
Jeff Bennett-Vice President
Diane Tine-Secretary
Ritza Dulchinos-Treasurer
Elaine Van Leer-Assistant Treasurer

District Policies

ACCESS TO STUDENT RECORDS – All requests to view student records must be submitted in writing to the school administrator by authorized persons. A viewing date and time will be scheduled within ten days of the written request. A school district representative will be present during the viewing. Photocopying of documents may be arranged for \$.15 per page fee. Documents may not leave the viewing room. The full policy is available upon request.

VIDEOTAPING AND PICTURES – To be more responsive to the community, the School District allows video taping within the schools. Video taping provides positive opportunities for the schools to enhance their communications with the community. In granting selected permission the video taping must contribute to the learning activity and not be disruptive to the school's educational climate. **Parents who prefer that their child NOT be in any pictures should notify the school Principal in writing as soon as possible.**

WEAPONS AND VIOLENCE – The purpose of this policy is to provide a school environment that is conducive to learning. The underlying belief of this policy is that all children have the right to be educated in a safe and nurturing environment. Therefore, each school shall enforce the following policy of zero tolerance for weapons and violence: Any student found to be in possession of a weapon, or involved in an assault, as defined herein, shall immediately be suspended in accordance with applicable due process provisions. During this suspension, the District shall take the necessary steps in determining any additional action, which may include long term suspension. The full policy is available upon request.

HARASSMENT, INTIMIDATION OR BULLYING – No student, school employee, volunteer, or other member of the school community shall at school personally engage in, nor solicit and/or encourage any other individual to engage in any action of harassing, intimidating and/or bullying any other student. The full policy is available upon request.

SEXUAL HARASSMENT – It is the policy of the Barrington School Department to maintain an educational and working environment free of sexual harassment in any form. Supervisors, administrators and all other employees, as well as students, are absolutely prohibited from engaging in sexual harassment of School Department employees, students and visitors. Any act or pattern of sexual harassment by a student(s) in the Barrington School Department is unacceptable and may be the basis for discipline up to and including expulsion. The full policy is available upon request.

INTERNET USE – Students are responsible for their actions on school computer networks just as they are in the classrooms or in school hallways. The network is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner. Students are responsible for complying with district standards and honoring the agreements they have signed. Parental permission is required for all students. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

HIV POLICY – The Barrington Schools have adopted a policy on HIV infected students and employees from the R.I. Department of Education. This policy is available through the principal or school nurse in each building.